




### **APPLICATION FOR COMPENSATION (Under \$1000)**

This event is used to file an Application for Compensation when the amount requested is less than \$1,000 - regardless of chapter.

Pursuant to D.N.J. LBR 2016-1(j)(2) [Local Form 13](#) (Certification of Debtor's Counsel Supporting Supplemental Chapter 13 Fee) and [Local Form 14](#) (Order Granting supplemental Chapter 13 Fees) may be submitted in Chapter 13 cases for supplemental fee applications under \$1,000.00.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Compensation (Under 1000)** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select the party on whose behalf you are filing or click [ADD/CREATE PARTY]; click [NEXT]
-  *TIP - If the party seeking compensation is an attorney and is filing for their own fees and expenses, choose the party the attorney represents.*
-  *TIP 2 - If the party seeking compensation is a law firm, rather than an individual attorney, add the firm as a party in the case and select the firm as the party.*
- STEP 7** If you have not been previously associated in this case, place a check in the box to create an association; click [NEXT]
- STEP 8** Hearing Screen displays. **DO NOT SET A HEARING FOR APPLICATIONS UNDER \$1,000.**; click [NEXT] to skip this screen.
- STEP 9** Upload the PDF document and any attachments, click [NEXT]

 *TIP - Supporting documents such as Certificates of Service, proposed Orders and Exhibits must be uploaded as ATTACHMENTS to the Application.*


**STEP 10** 5-day Objection deadline displays; click [NEXT]

**STEP 11** Filer and party information displays.

- If the filer is seeking compensation for their own fees and expenses, select the role and enter dates and amounts associated with the filer.
- If the filer is filing on behalf of another party, select the role of the party and enter dates and amounts associated with the party.

Click [NEXT] to continue


**STEP 12** Docket text appears; choose prefix if appropriate; review for accuracy; click [NEXT]

 *TIP - Aside from selecting a prefix, the text of this docket entry cannot be modified from this screen; if further modification is necessary, use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

**Supplemental Application for Compensation for John Hughes, Debtor's Attorney, period: 9/1/2002 to 9/1/2002, fee: \$300.00, expenses: \$50.00. Filed by John Hughes. Objection deadline is 10/15/2002. (Attachments: # (1) Proposed Order) (Hughes, John)**

**STEP 13** Final docket text appears; click [NEXT] to submit

 *TIP - This is the last opportunity to change information or abort transaction.*

**STEP 14** Notice of Electronic Filing displays

